

## UKTTE05

# Produce and amend technical engineering reports and supporting documentation in the Tram and Tramway environment



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### Overview

This standard identifies the competencies you need to produce and amend technical engineering reports and supporting documentation in the Tram and Tramway environment. You will be able to produce technical reports and supporting information before, during and after engineering activities in the correct format, language required and within the agreed timescales. You will also be able to amend reports and supporting documentation when required to ensure information is accurate and up to date. It also is about understanding the importance of the information provided and ways in which the information may be used, such as through accident investigations. You will know and understand how to gather the appropriate information and the level of detail required to ensure the quality and accuracy of the work you carry out.

This standard is for those who work in the Tram and Tramway engineering and construction environment at supervisor/technician level.

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### Performance criteria

- You must be able to:*
- P1 produce and **amend** technical engineering reports and supporting documentation in the Tram and Tramway environment
  - P2 present the information in the appropriate format, style and language
  - P3 check the information is valid and up to date
  - P4 use codes and references in line with your organisation's agreed conventions
  - P5 pass on technical engineering reports and supporting documentation to the **relevant person** within agreed timescales
  - P6 ensure all reports and supporting documentation is stored in line with your organisation's procedures
  - P7 report any issues or problems in line with your organisation's procedures

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of accurate and relevant technical engineering reports and supporting documentation for use in your organisation in the Tram and Tramway environment
- K2 the range of technical language, formats, symbols, abbreviations, and conventions used in technical engineering reports and supporting documentation
- K3 the principles of information confidentiality (including what information should be available and to whom)
- K4 the different ways and formats that technical engineering information can be presented
- K5 the **reasons** why reports and supporting information are required to be amended
- K6 how changes to reports and supporting information are recorded and monitored
- K7 the importance of differentiating fact from opinion when producing and amending technical engineering reports and supporting information
- K8 how to confirm technical information is compliant with the relevant standards used in the Tram and Tramway environment
- K9 the documentation care, control and storage procedures set by your organisation
- K10 how different types of technical engineering information can interrelate

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### Additional Information

#### Scope related to performance criteria

P1 **Amend** may include; modify, copy, manipulate, erase/reverse changes.

P5 **Relevant person** may include; line manager, engineering/depot manager, training manager.

#### Scope related to knowledge criteria

K5 **Reasons** may include; incorrect information, approved modification/change, additional information, missing information.

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### Additional Information

#### Glossary

##### **Tram**

Tramcars, tram vehicle, and any other rail vehicles that operate on tramways. It includes one or more trams coupled together and includes non-passenger-carrying vehicles.

##### **Tramway environment**

Includes the tramway (a set of rails, switches and crossings which form the route of a Tram), infrastructure (fixed assets used for the running of the Tram transport system, including, the tramway, bridges, tunnels, stops, stations and fixed equipment for signalling, communications and electrification), depots, stabling yards.

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